

BUSINESS REGISTRATION

RIGHT OF WAY CONTRACTORS AND GENERAL
CONTRACTORS WORKING IN RIGHT OF WAY



AGENDA

- Arlington has a new process for permitting and tracking work in the City's right of way
- Business Registration through [ArlingtonPermits.com](https://www.arlingtonpermits.com)
 - Application
 - Application statuses
 - Fee payment
- Maintaining the Contractor List
 - How to look up a Business Registration (BR) number
 - Keeping the list current

New Process for Permitting and Tracking Work in the Right of Way

- A contractor doing work in the ROW is required to have a current Business Registration
- Contractors working in the ROW will be able to maintain their list of sub-contractors in [ArlingtonPermits.com](https://www.arlingtonpermits.com)
- Contractors will be able to submit required documentation online



BUSINESS REGISTRATION

- The City has on an online process for ROW permit applications through ArlingtonPermits.com
- To apply for Right of Way Permits you will need a Business Registration (BR) available through ArlingtonPermits.com
- Create a Login if you do not already have one in ArlingtonPermits.com
- To begin – Logon to ArlingtonPermits.com. Click on “APPLY,” select Registrations and Licenses, click on “Business Registration”

1

Select type

2

Input Information

3

Attach do

4

Agree with terms

5

Option to pay

Building Permits

Health Permits

Land Development

Other Permits

Registrations and Licenses

Business Registration

Home Based Business

Short Term Rental

Commercial Recycling Collector Permit

Hotel Occupancy Tax

Credit Access Busi

Liquor License

1) Click on
"APPLY" to
navigate to
Apply Page

3) Click on
"Business
Registration"

2) Collapse or
open section
here

1
Select type

1) Select Contractor Subtype

3
Attach documents

4
Agree with

2) ROW Contractors will select a Workcode of Prime or Sub. Primes will have Contractors who work for them. Subs do not.

BUSINESS REGISTRATION

Choose Subtype *

ROW Contractor

Choose Workcode

Prime

Sub

Business Registration

General Contractor: You must add the required documents for registering: 1) Valid ID. 2) Certificate of Insurance only if Working in the City Right-of-way (ROW). The State of Texas does not issue a license for a General Contractor. Attach electronic copies at the end of process when it states Attachments.

Electrical Contractor: You must add the required documents for registering: 1) Valid ID. 2) State Issued Master Electrical License. 3) State Issued Certificate of Insurance. Attach electronic copies at the end of process when it states Attachments.

Mechanical Contractor: You must add the required documents for registering: 1) Valid ID. 2) State Issued HVAC License. Attach electronic copies at the end of process when it states Attachments.

Plumbing Contractor: You must add the required documents for registering: 1) Valid ID. 2) State Issued Master Plumbing License. Attach electronic copies at the end of process when it states Attachments.

Right of Way Contractor: You must add the required documents for registering: 1) Valid ID. 2) Certificate of Insurance. Attach electronic copies at the end of process when it states Attachments.

3) Note Attachment Instructions



1

Select type

2

Input Information

3

Attach documents

4

Agree with terms

5

Option to pay

BUSINESS REGISTRATION > ROW CONTRACTOR > PRIME

Please complete the following:

REQUIRED: For Contractor Registrations please enter the Company Name and address. For Home Owners Registration please enter full name and address: *

Acme Contractors
123 Main St. Suite 1234
Arlington, TX 76010

1) Enter
Business Name
and Address

2) Click on
"Next Button"

Next

1 — 2 — 3 — 4 — 5
Select type — Input Information — Attach documents — Agree with terms — Option to pay

BUSINESS REGISTRAT NUMBER: 2702768

General Information

Name of Business * Phone Number *

Email Address * Business Address - Street Number *

Address - Street Direction

This is the name that will be used to identify your business in Public Search



Complete Form, required items are marked with a red asterisk.

When form is completed, click "Next."

Registration Information

Is This a 2 Year Registration? *

Insurance Information

Liability Insurance Expiration Date

Bond Information

Performance Bond Number	<input type="text" value="3243445567"/>	Performance Bond Date	<input type="text" value="2021-08-27"/>
Payment Bond Number	<input type="text" value="rtt343434545"/>	Payment Bond Date	<input type="text" value="2021-07-23"/>
Maintenance Bond Number	<input type="text" value="65495555"/>	Maintenance Bond Date	<input type="text" value="2021-06-27"/>

The fee for one year registration is \$100, two years is \$175

Click on icon for calendar. Date format is YYYY-MM-DD

When form is completed, click "Next."

Following the information form in Attachments. Click “Add New” to add attachments or Continue to confirm application.

Attachments can be added after the application is submitted.

The screenshot displays the 'Arlington Permits' website interface. At the top, the logo for Arlington, Texas is visible, along with a navigation menu containing 'MY SERVICES', 'APPLY', 'RENEW', 'INSPECTIONS', 'PAY FEES', 'SEARCH', 'HELP', and a user profile for 'Diane Collier'. The main content area is titled 'Attachments' and features a red header bar. Below the header, a red warning message states: 'YOU MUST CLICK ON THE ADD ATTACHMENT BUTTON TO ADD REQUIRED DOCUMENTS AT THIS TIME. Files must be Adobe PDF format. Your registration will not be reviewed until all required documents are received:'. A bulleted list follows, listing three required documents: 'Copy of Current driver's license or other government issued photo ID.', 'Copy of Current State-Issued License.', and 'Copy of Current Certificate of Insurance (COI)'. Below this list, a note specifies: 'The COI is required to list the City of Arlington Building Inspections as the Certificate Holder: City of Arlington, Building Inspections, 101 W. Abram Street, MS 01-0241, Arlington, TX 76004-3231'. The interface includes a 'Show 10 entries' dropdown and a 'Filter Table:' search box. A table with columns for 'Attachment Type', 'Attachment Description', 'File Name', 'Attachment Date', 'Current Version', and 'Preview' is shown, but it contains no data and displays 'No records to show'. At the bottom of the table area, there is an 'Add New' button with a question mark icon and a 'Continue' button.

Arlington Permits
Arlington, Texas

MY SERVICES APPLY RENEW INSPECTIONS PAY FEES SEARCH HELP Diane Collier

Attachments

YOU MUST CLICK ON THE ADD ATTACHMENT BUTTON TO ADD REQUIRED DOCUMENTS AT THIS TIME. Files must be Adobe PDF format. Your registration will not be reviewed until all required documents are received:

- Copy of Current driver's license or other government issued photo ID.
- Copy of Current State-Issued License.
- Copy of Current Certificate of Insurance (COI).

The COI is required to list the City of Arlington Building Inspections as the Certificate Holder: City of Arlington, Building Inspections, 101 W. Abram Street, MS 01-0241, Arlington, TX 76004-3231

Show 10 entries Filter Table:

Attachment Type	Attachment Description	File Name	Attachment Date	Current Version	Preview
No records to show					

No entries to show

Previous Next

Add New [?]

Continue

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Insert Attachment Screen.

Existing attachments are displayed here.

YOU MUST CLICK ON THE ADD ATTACHMENT BUTTON TO ADD REQUIRED DOCUMENTS AT THIS TIME. Files must be Adobe PDF format. Your registration will not be reviewed until all required documents are received:

- Copy of Current driver's license or other government issued photo ID.
- Copy of Current State-Issued License.
- Copy of Current Certificate of Insurance (COI).

The COI is required to list the City of Arlington Building Inspections as the Certificate Holder: City of Arlington, Building Inspections, 101 W. Abram Street, MS 01-0241, Arlington, TX 76004-3231

Show 10 entries

Filter Table:

Attachment Type	Attachment Description	File Name	Attachment Date	Current Version	Preview
-----------------	------------------------	-----------	-----------------	-----------------	---------

No entries to show

Previous Next

Add New

1) Select Attachment Type from the dropdown menu.

2) Fill in your attachment Description. Do not use special characters.

3) Click on Choose File button to select a pdf file from your directory to upload

Add attachment description when selecting your file. Click on the Choose File button to select a file to upload. Click on Upload Attachment to upload the file to upload. Click on Cancel Upload to cancel the upload. A pop-up message that says "Upload Success OK."


Attachment Type * Certificate of Insurance	Attachment Description Insurance State Farm	Attachment File * Choose File Certificat of Insurance Example.pdf
--	---	---

Cancel Upload

4) Click on "Upload Attachment"

Upload Attachment

Continue

 Successfully uploaded Attachment file

1 of 1
< >

System will notify you whether upload is successful or not.

Attachments

YOU MUST CLICK ON THE ADD ATTACHMENT BUTTON TO ADD REQUIRED DOCUMENTS AT THIS TIME. Files must be Adobe PDF format. Your registration will not be reviewed until all required documents are received:

- Copy of Current driver's license or other government issued photo ID.
- Copy of Current State-Issued License.
- Copy of Current Certificate of Insurance (COI).

The COI is required to list the City of Arlington Building Inspections as the Certificate Holder: City of Arlington, Building Inspections, 101 W. Abram Street, MS 01-0241, Arlington, TX 76004-3231

Show entries

Filter Table:

Attachment Type	Attachment Description	File Name	Attachment Date	Current Version	Preview
Certificate of Insurance	Insurance State Farm	Certificat of Insurance Example	2021-08-19 09:20	Yes	Preview

Showing page 1 of 1

[Add New](#)  Click "Add New" to upload another file.

[Preview](#)
Preview allows you to download and view your files.

Click "Continue" when you have completed uploading files. [Continue](#)

System will display the “Attachment List” again and allow you to add more files. Click “Next” to continue.

The screenshot shows the Arlington Permits website interface. At the top left is the logo for Arlington Permits, Arlington, Texas. On the top right, there is a navigation menu with options: MY SERVICES, APPLY (highlighted), RENEW, INSPECTIONS, PAY FEES, SEARCH, HELP, and a user profile for Diane Collier. Below the navigation is a progress bar with five steps: 1. Select type, 2. Input Information, 3. Attach documents (highlighted with a red circle), 4. Agree with terms, and 5. Option to pay. The main content area shows the breadcrumb path: BUSINESS REGISTRATION > ROW CONTRACTOR > PRIME > APPLICATION NUMBER: 2702723. Below this is a section titled "Attachment Instructions" with a red header. The instructions state: "YOU MUST CLICK ON THE ADD ATTACHMENT BUTTON TO ADD REQUIRED DOCUMENTS AT THIS TIME. Files must be Adobe PDF format. Your registration will not be reviewed until all required documents are received:" followed by a bulleted list: Copy of Current driver's license or other government issued photo ID, Copy of Current State-Issued License, and Copy of Current Certificate of Insurance (COI). Below the list, it notes: "The COI is required to list the City of Arlington Building Inspections as the Certificate Holder: City of Arlington, Building Inspections, 101 W. Abram Street, MS 01-0241, Arlington, TX 76004-3231". The "Attachment List" section has a red header and contains a table with columns: Attachment Type, Attachment Description, File Name, Attachment Date, Current Version, and Download. The table has one row: Certificate of Insurance, Insurance State Farm, Certificat of Insurance Example, 2021-08-19 09:20, Yes, and a Download button. Below the table, it says "Showing page 1 of 1". At the bottom left is an "Add Attachment" button, and at the bottom right is a "Next" button. The footer at the very bottom reads "Copyright © City of Arlington, TX. All rights reserved."

Arlington Permits
Arlington, Texas

MY SERVICES **APPLY** RENEW INSPECTIONS PAY FEES SEARCH HELP Diane Collier

1 Select type 2 Input Information **3 Attach documents** 4 Agree with terms 5 Option to pay

BUSINESS REGISTRATION > ROW CONTRACTOR > PRIME > APPLICATION NUMBER: 2702723

Attachment Instructions

YOU MUST CLICK ON THE ADD ATTACHMENT BUTTON TO ADD REQUIRED DOCUMENTS AT THIS TIME. Files must be Adobe PDF format. Your registration will not be reviewed until all required documents are received:

- Copy of Current driver's license or other government issued photo ID.
- Copy of Current State-Issued License.
- Copy of Current Certificate of Insurance (COI).

The COI is required to list the City of Arlington Building Inspections as the Certificate Holder: City of Arlington, Building Inspections, 101 W. Abram Street, MS 01-0241, Arlington, TX 76004-3231

Attachment List

Attachment Type	Attachment Description	File Name	Attachment Date	Current Version	Download
Certificate of Insurance	Insurance State Farm	Certificat of Insurance Example	2021-08-19 09:20	Yes	Download

Showing page 1 of 1

[Add Attachment](#) [Next](#)

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Click green button, "I Agree," to submit application.



1

Select type

2

Input Information

3

Attach documents

4

Agree with terms

5

Option to pay

BUSINESS REGISTRATION > ROW CONTRACTOR > PRIME > APPLICATION NUMBER: 2702723

Please Confirm the following details:

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating construction, the performance of construction or the use of any land or buildings.

I Disagree

Clicking "I Disagree" will void your application. To reapply, start over.

Clicking "I Agree" will submit your application.

I Agree

Successful Application

Your application is ready for review. You may be notified to submit additional information. Fees will be billed at the close of the review process.

The screenshot shows the Arlington Permits website interface. At the top, the logo for Arlington Permits, Arlington, Texas, is visible. A navigation bar includes links for MY SERVICES, APPLY (highlighted), RENEW, INSPECTIONS, PAY FEES, SEARCH, and HELP, along with a user profile for Diane Collier. A progress bar at the top indicates five steps: 1. Select type, 2. Input information, 3. Attach documents, 4. Agree with terms, and 5. Option to pay (highlighted in red). Below the progress bar, the breadcrumb trail reads: BUSINESS REGISTRATION > ROW CONTRACTOR > PRIME > APPLICATION NUMBER: 2702723. The main content area is divided into three sections: Application Statement, Application Details, and PAYMENT DETAILS. The Application Details section shows: Number: 2021 048974 000 00 BR, Type: (blank), Description: Acme Contractors(Diane Collier), and Status: Pre-Application. The PAYMENT DETAILS section shows: Registered User: Diane Collier, Email Address: (redacted), Current Date: 2021-08-19, Amount Due: \$ 0.0, and Interim Receipt Date: 2021-08-19. At the bottom of the page, there is a button labeled "Apply for another permit".

APPLICATION STATUS

- Pre-Application – Application has been successfully submitted
- Application Incomplete – Additional information required. You should receive an email stating what additional information is required.
- Pending – Additional information has been received for review.
- Pending Payment – Application has been approved. Fees can be paid through [ArlingtonPermits.com](https://www.ArlingtonPermits.com).
- Active – Business Registration is complete, and fees have been paid.

Application Status of your BR is listed on My Services, in the My License and Registration section.

Arlington Permits
Arlington, Texas

MY SERVICES APPLY RENEW INSPECTIONS PAY FEES SEARCH HELP Diane Collier

Shown below are the permits you have applied for. Click on the **Permit Number** link to view the details for that permit

My Permits

My License and Registration

Show 10 entries Filter Table:

Copy CSV Print Column visibility

Permit Number	License Type	Name	Status	Expiry Date	Balance
21 049023 000 00 BR	Business Registration-SC Contractor	Acme Contractors(Diane Collier)	Pre-Application		\$0.00
21 048972 000 00 BR	Business Registration-Fire Alarm Contractor	Acme Contractors(Diane Collier)	Pre-Application		\$0.00
21 048972 000 00 BR	Business Registration-ROW Contractor	Acme Contractors(Diane Collier)	Pre-Application		\$0.00
21 048971 000 00 BR	Business Registration-ROW Contractor	Acme Contractors(Diane Collier)	Active	08/24/2022	\$0.00
21 048970 000 00 BR	Business Registration-ROW Contractor	Acme Contractors(Diane Collier)	Pre-Application		\$0.00
21 048970 000 00 BR	Business Registration-ROW Contractor	Acme Contractors(Diane Collier)	Pending Payment		\$175.00
21 048972 000 00 BR	Business Registration-ROW Contractor	Acme Contractors(Diane Collier)	Pre-Application		\$0.00
21 048972 000 00 BR	Business Registration-ROW Contractor	Acme Contractors(Diane Collier)	Pre-Application		\$0.00
21 048971 000 00 BR	Business Registration-ROW Contractor	Acme Contractors(Diane Collier)	Active	08/18/2022	\$0.00
21 048970 000 00 BR	Business Registration-General Contractor	Acme Contractors(Diane Collier)	Active	08/18/2023	\$0.00

Showing page 1 of 5

Previous 1 2 3 4 5 Next

My Unscheduled Inspections

My Scheduled Inspections

To view BR, click on Number

Application Status

To add attachments to your existing application, open the BR and navigate to the Attachment List. Click on the Modify Attachments button. Adding an attachment will work the same as shown in the initial application.

Arlington Permits
Arlington, Texas

MY SERVICES APPLY RENEW INSPECTIONS PAY FEES SEARCH HELP Diane Collier

Permit Summary ▾

Public Service Provider Information ▾

Associated People ▾

Processes ▾

Attachment List ▲

Show 10 entries Filter Table:

Attachment Type	Attachment Description	Attachment File Alias	Attachment Date	Current Version	Download
No records to show					

No entries to show

[Previous](#) [Next](#)

[Modify Attachments](#)

Fees and Payments ▲

Show 10 entries Filter Table:

Fee Description	Balance	Fee Amount	Payment
Showing page 1 of 1			

[Previous](#) **1** [Next](#)

Total Fees: \$0.00

To Pay Fees.



Arlington Permits
Arlington, Texas

MY SERVICES A

1) Select "PAY FEES"

PAY FEES

SEARCH

HELP



Diane Collier

3) Proceed to cart, click "Review Shopping Cart"

Review Shopping Cart

My Fees

Search Fees

Press the "Add To Cart" button for each Fee you wish to pay.

Show 10 entries

Filter Table:

Permit Group	Address	Status	Fee Description	Fee Amount	
2021-048974-BR					
Planning & Development Services	Acme Contractors(Diane Collier)	Pending	Business Registrations	\$175.00	Add To Cart
2021-048739-BR					
Planning & Development Services	Diane Bowen Collier(Diane Collier)	Pending	Business Registrations	\$175.00	In Cart

2) Click "Add to Cart"

Showing page 1 of 1

Previous 1 Next

Shopping Cart

Shopping Cart Permit Group

[Clear Cart](#)

Planning & Development Services

Filter Table:

Permit Number	Permit Group	Address	Status	Fee Description	Fee Amount	Remove from Cart
2021-048739-BR	Planning & Development Services	Diane Bowen Collier(Diane Collier)	Pending	Business Registrations	\$175.00	Remove from Cart

Total: \$175.00

[Go to Checkout](#)

1) Click "Go To Checkout"

2) Select ACH or Credit Card

Arlington Permits
Arlington, Texas

MY SERVICES APPLY RENEW INSPECTIONS PAY FEES SEARCH HELP Diane Collier

Fees

Total Amount to Pay: \$175.00

Payment Method *

ACH Transaction
Credit Card

1. Speak with your bank before setting up a debit payment.

2. Provide the ACH Company ID and name below to your bank for the type of payment you need to make.

Billers Group	Billers ID Name	ACH Company ID
ATX	CCS Code Compliance Services	E756000450
ATX	FPD Fire Prevention Dept. Inspections	F756000450
ATX	PAP Police Alarm Permits	G756000450
ATX	PMT Planning & Development Services	H756000450

Note: If you don't provide the ACH Company ID and name, your bank may reject the payment and the City of Arlington may send you a bill for the amount due, including penalty and interest.

[Previous](#) [Proceed to Secure Payment Page](#)

3) Go to Bank Payment Page

MAINTAINING THE SUB-CONTRACTOR LIST

- Sub-Contractor lists will be maintained on the Business Registration (BR) on ArlingtonPermits.com
- You will need the contractor's City Registration number (BR Number) to include the company in your list. Registration Number is available for look up on ArlingtonPermits.com
- The contractor list includes start and end dates. To indicate when a contractor is no longer authorized to work on your projects, add an "Authorized To" date. Dates can be modified.
- Contractor list is only available on Active BRs
- Contractors can not be deleted

***NOTE:** This site will only display a maximum of 200 records returned from a search. If more records are returned a download button will be available to download the entire set of records in a CSV formatted file.

- Locate a Business
- Search for a Contractor
- Search for a Permit
- Fire Inspection Status
- Commonly Requested Information

These search results are limited by the following criteria:

- Will return only currently "Active" Contractors
- You must use at least 3 characters for the search criteria

City Registration Number Lookup

3) Enter a portion of Business Name

Contractor Name:

Contractor Type:

Clear Search Criteria Search

4) Option to add a filter to your list

Show 10 entries Filter Table:

Copy CSV Print Column visibility

Business Name	Address	Contact	Registration Number
ACME 007	123 main ST Arlington 76010	MARY CLEMENTS	2021 048741 000 00 BR
Acme Contractors LLC	1224 OAK CT ARLINGTON 76010	DIANE COLLIER	2021 048970 000 00 BR
ACME ONE	6655 first ST Arlington 76010	DIANE COLLIER	2021 048740 000 00 BR

5) Note the Registration Number in format YY-XXXXXXX Example 21-048741

Select BR from My Services (Slide 16), in the My License and Registration section. Scroll down BR to Contractors Section.

Previous 1 Next

Contractors

Contractor's List

Show 10 entries Filter Table:

Business Name	Contact Name	City Registration #	Email Address	Authorized From	Authorized To
No records to show					

No entries to show

[Add/Modify](#)

Click "Add/Modify" From BR

Please add your list of contractors who will be authorized to do work on your behalf in the City of Arlington's Right-of-Way.

Contractors

Copy CSV Print Column visibility

Business Name	Contact Name	City Registration #	Email Address	Authorized From	Authorized To
No records to show					

[Add](#)

Click "Add" On BR

[Continue](#)

COMPLETE CONTRACTOR FORM

- Contact Name, City Registration, and Email Address are required
- City Registration Format is YY-XXXXXX
 - Example, if BR is “2021 049011 000 00 BR” you would enter 21-049011
- “Authorized From” and “Authorized To” date format is YYYY-MM-DD, click on icon for calendar
- Click “Save” when complete
- System will auto fill Business Name based on City Registration #

The screenshot shows a web form titled "New Contractor" with a dark red header. The form contains several input fields and date pickers. The "Business Name" field is empty. The "Contact Name" field contains "Jay Smith". The "City Registration #" field contains "21-049011". The "Email Address" field contains "jsmith@nonesuch.com". There are two date pickers labeled "Authorized From" and "Authorized To", both of which are empty. At the bottom of the form, there are two buttons: "Cancel" and "Save".

New Contractor

Business Name

Contact Name *

City Registration # *

Email Address *

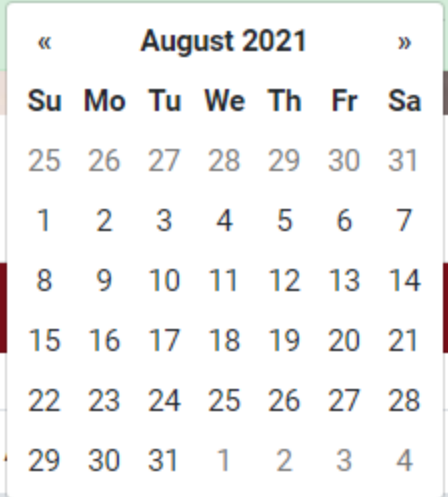
Authorized From ?

Authorized To ?

Cancel **Save**



Sub-Contractor successfully added 1 of 1



System will notify you when your Contractor is successfully added.

Please add your list of contractors who will be authorized for this project's Right-of-Way.

Contractors

Business Name	Contact Name	City Registration #	Email Address	Authorized From
CITY OF ARLINGTON(CLAUDIA STEWART)	Diane Collier	21-048792		08/09/2021

Add

Click "Add" enter next Contractor

Dates can be changed, other information can not

Click Icon for pop up Calendar,

Continue

When finished adding Contractors, click "Continue"

QUESTIONS

CONTACT:

STUART YOUNG

STUART.YOUNG@ARLINGTONTX.GOV

817-459-6581